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Command/Unit Letter Head

Date

From: Your Command/Unit
To: TRICARE Area Office Europe
Unit 10310, Sembach AB Germany
APO AE 09136-0005

Subj: DESIGNATION OF POINT OF CONTACT (POC) FOR *Command/Unit*

1. Request the following individual(s) be designated as a POC for *Command/Unit*:

- a. Primary: Rank, full name, SSN, service, position, complete mailing address (street address if possible), telephone number (commercial and DSN), fax number and email address
- b. Alternate: Rank, full name, SSN, service, position, complete mailing address (street address if possible), telephone number (commercial and DSN), fax number and email address

2. If you have any questions, please contact ____ at commercial, fax or email

Commander's Signature